



King County Board of Ethics
701 Fifth Avenue, Suite 3460
Bank of America Tower
Seattle, WA 98104 MS BOA-ES-3460
206-296-1586 Fax 206-205-0725
board.ethics@metrokc.gov/ethics/

KING COUNTY BOARD OF ETHICS MEETING NOTICE

When: Monday, April 19, 2004, at 4:30 p.m.

Where: NOTE NEW LOCATION

Bank of America Tower
701 Fifth Avenue, Suite 3460
Seattle, WA 98104

AGENDA

1. ***Approval of Agenda***
2. ***Approval of Meeting Minutes of March 15, 2004***
3. ***2004 Financial Disclosure Program***
 - Report on program status
 - Determination on requests for suspension of requirement to file
 - Determination on actions for non-filers
4. ***Annual Reception for County Leadership - Planning and Discussion***
5. ***Event for Board and Commission Chairs***
 - Review matrix of affected boards and commissions
 - Review of poll to be conducted by Ethics office
6. ***Staff Report***
 - Staff Informational Response Summary
 - Awareness Campaign
 - Proposed Ordinance Relating to Oaths for Disclosure Statements and Forms Under the Code of Ethics – update
 - Seattle Ethics and Elections Retreat, March 25, 2004
 - Miscellaneous correspondence

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Minutes of the April 19, 2004, Meeting of the King County Board of Ethics

The April 19, 2004, meeting of the King County Board of Ethics was called to order by Chair Price Spratlen at 4:30 p.m. Board members in attendance were:

Lois Price Spratlen, PhD
Roland H. Carlson
Margaret T. Gordon, PhD
Rev. Paul F. Pruitt

Jerry Saltzman had an excused absence.

Others in attendance:

Catherine A. Clemens, Administrator, King County Board of Ethics
Alan Abrams, Senior Deputy Prosecuting Attorney and Board Counsel
Deborah Brockway, Manager, Marketing Unit, Department of Natural Resources and Parks

1. *Approval of Agenda.* Mr. Carlson moved and Rev. Pruitt seconded that the board approve the proposed agenda. The board unanimously adopted the motion.

Chair Price Spratlen asked for introductions from those present.

2. *Approval of Meeting Minutes of March 15, 2004.* Rev. Pruitt moved and Dr. Gordon seconded that the board approve the March 15, 2004, meeting minutes. The Board unanimously adopted the motion and the minutes were approved.

3. *2004 Financial Disclosure Program.* Ms. Clemens briefed the board and provided a report on the program status, which included the notification, training, reporting and reminding process, and a report on filing compliance. As of the deadline date of April 15, 2004, 5:00 p.m., three of the 2,302 employees required to file had not yet filed; 16 of the 462 affected board and commission members had not yet filed. As of April 19th, 4:00 p.m., two employees and ten members had not yet filed. The board noted approval of this high compliance rate, and discussed what actions, if any, to take regarding non-compliant filers. Mr. Abrams advised caution in suggesting any action against employees relative to collective bargaining agreements. Mr. Carlson stated that any disciplinary action should be up to the supervisor. The board, board counsel, and administrator discussed the requirement for individuals to complete a discrete form for each function (e.g. as a board member and again as a county employee.) The board reviewed a draft letter to the executive requesting action to begin disciplinary action for employees and removal from positions for board and commission members. Following discussion, Rev. Pruitt moved that the board chair would address the issue with the executive at the next quarterly meeting and request his response based on the penalties proscribed under K.C.C. 3.04.060. The chair directed Ms.

Clemens to arrange the meeting as soon as possible. Mr. Carlson seconded the motion and the board passed the motion unanimously.

The board reviewed the two requests for suspension of the filing requirement; Dr. Gordon moved and Rev. Pruitt seconded that the board accept the requests. The motion passed unanimously.

The board expressed its appreciation to Ms. Clemens and Peter Toliver, financial disclosure coordinator, for their work for another successful program year.

4. *Annual Reception for County Leadership.* The board discussed invitation list and agenda for the reception. Because its regularly scheduled meeting is only three days prior to the reception on May 20, they decided to cancel the May 17th meeting and reschedule for May 20th at 2:15 p.m.

5. *Event for Board and Commission Chairs.* The board discussed and edited the proposed survey to board and commission chairs and directed the administrator to proceed and report back to the board once the survey had been completed.

6. *Staff Report.* Ms. Clemens briefed the Board. Staff Informational Response Summary. The ethics administrator issued twenty (20) written staff informational responses from March 11, 2004, through April 8, 2004, as requested by employees of King County. The summary is intended to inform the Board of Ethics of the number and range of topics of the SIRs. Ethics issues addressed by the responses included: post employment (2), acceptance of gifts (4), potential conflict for board member (2), acceptance of meals – use of county funds (2), Code of Ethics jurisdiction, nepotism (2), use of email, open public meetings, use of cell phones, financial disclosure filing requirements, and political activities (3). Ms. Clemens also provided a copy of the King County Global Announcement from Tuesday, April 6, 2004, that included the item, “Participating in the political process” written by the ethics office in response to the number of inquiries made to the office regarding political activity in the workplace. Awareness Campaign. The administrator reviewed with the board the campaign’s goals and status of initiatives designed to reach those goals. Proposed Ordinance Relating to Oaths for Disclosure Statements and Forms Under the Code of Ethics. It is the understanding of the administrator that proposed ordinance has not yet been transmitted to the executive by executive services and will report on the matter again at the next regularly scheduled meeting. Seattle Ethics and Elections Retreat. The administrator attended the SEEC retreat and reported on its discussion regarding changing the city’s gift laws. Miscellaneous Correspondence. No discussion or action.

Dr. Gordon reported on her work with Mr. Saltzman to write a statement of principals and hoped to have a draft for review at the next regularly scheduled board meeting.

Mr. Carlson moved and Rev. Pruitt seconded the motion to adjourn the meeting. The Board unanimously approved the motion and the meeting was adjourned at 5:37 p.m.

Approved this 20th day of May, 2004, by the King County Board of Ethics.

Signed for the Board: _____
Dr. Lois Price Spratlen, Chair